



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140-5001

DepO P11320.5D
4A1
10 APR 1995

DEPOT ORDER P11320.5D

From: Commanding General
To: Distribution List

Subj: FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

Ref: (a) MCO P11000.11A, Real Property Facilities Manual, Vol VIII (NOTAL)
(b) MILHDBK 1008 (NOTAL)
(c) NFPA National Fire Codes Current Editions
(d) DOD 4270.1M, Construction Criteria Manual (NOTAL)
(e) NAVFAC P-1021 Navy Shore Establishment Fire Protection/Prevention Program
(f) DOD 4145.19-R-1, Warehouse Storage Handling (NOTAL)

Encl: (1) LOCATOR SHEET

Reports Required: I. Message Report of Fire (Report Symbol DN#11320-04),
par. 1200.1, Appendix A
II. Fire Report (Report Symbol DN-11320-01), par. 2,
Appendix A

1. Purpose. To promulgate instructions pertaining to fire protection, including prevention, detection, control, and extinguishment of fires to prevent loss of life and minimize injury to personnel and loss or damage to property on this Depot. All questions concerning fire problems should be directed to the Fire Prevention Bureau (FPB), Building 5E, phone extension 524-5200.


2. Cancellation. Depot Order P11320.5C

3. Background. Reference (a) establishes the fire protection program within the Marine Corps. References (b) through (f) detail the administration of the fire protection program.

4. Summary of Revision. This revision contains a number of changes and should be completely reviewed. Changes are as a result of Marine Corps activities requests and implementation of Department of Defense Instructions.

5. Recommendations. Recommendations concerning fire protection regulations and instructions are invited and will be submitted to this Headquarters (Attn: AC/S, G-4), via the appropriate chain of command.

6. Certification. Reviewed and approved this date.


E. L. GOBELI
Chief of Staff

DISTRIBUTION: A

10 APR 1995

LOCATOR SHEET

Subj: Fire Protection Regulations and Instructions

Location: _____

(Indicate the location(s) of the copy(ies) of this Manual)

ENCLOSURE (1)

RECORD OF CHANGES

[illegible]

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

CONTENTS

CHAPTER

- 1 ADMINISTRATION
- 2 FIRE EMERGENCIES
- 3 FIRE PREVENTION
- 4 HAZARDOUS OPERATIONS
- 5 SPECIAL FIRE PREVENTION MEASURES
- 6 FIRE PROTECTION EQUIPMENT

APPENDIX

- A EXCERPTS FROM MCO P11000.11A, REAL PROPERTY FACILITIES MANUAL, VOLUME VIII
- B FIRE WARDEN PROGRAM

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

CHAPTER 1

ADMINISTRATION

ORGANIZATION	<u>PARAGRAPH</u>	<u>PAGE</u>
	1000	1-3

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

CHAPTER 1

ADMINISTRATION

1000. ORGANIZATION

1. Fire Department Organization

a. The Fire Chief is the senior technical authority on fire protection and operational head of the Federal Fire Department under the cognizance of Command Naval Base, San Diego, CA. The Fire Chief is responsible for the operational readiness, performance, and direction of the fire protection organization. The Assistant Fire Chief is assigned to serve as operations supervisor. The Fire Prevention Chief is assigned as administrator and supervisor for the fire prevention program.

b. At Fires. The Fire Chief, or the senior fire officer present, shall be in charge of firefighting operations. He is charged with the responsibility for disposition and deployment of personnel, apparatus, and equipment necessary for the preservation of life, property and extinguishment of fires. He may, in case of emergency, call upon any activity for assistance of personnel and equipment needed in connection with firefighting and such assistance shall be rendered.

c. Command Post. At major fires or related disasters, the Fire Chief or senior fire officer will establish a command post for directing firefighting operations. Location of the command post will be properly identified. Components, upon their arrival at the fire, will report to the command post for assignment.

d. Response Off-Station. Apparatus and personnel of the Federal Fire Department may be used for emergencies/fires off the activity, provided the activity fire protection facilities are not jeopardized. The Fire Chief, or the senior fire officer in charge will, in his judgment, dispatch such apparatus and firefighting personnel to the scene, and the activity command representative will be notified.

e. Off-Station Forces. During large fires or other disasters, fire department personnel and equipment reporting from surrounding communities or military establishments to assist local forces shall be under the direction of the senior fire officer having jurisdiction.

f. Enforce Regulations. The Fire Chief is responsible for the implementation of fire regulations and the preparation of such supplementary regulations as may be deemed necessary. In the absence of DOD, Navy, Marine, or OSHA regulations governing a specific topic, the Navy shall conform to the standards contained in the current National Fire Codes as published by the National Fire Protection Association (NFPA).

g. Aboard MCRD there are two divisions of the Federal Fire Department:

(1) Fire Suppression - Responds to fires, Medical emergencies, and Hazardous Material incidents. Located in building 614, Federal Fire Department Engine 15, business line 524-4422. Emergency number is 9+911 CATS Phones and 911 Non CATS Phones (pay phones, Exchanges, MWR, etc.)

(2) Fire Prevention - Responsible for fire prevention: education, inspections, hazardous (hot work) permits, fire evacuation drills, design/review of new construction and building modification, consultations on unique situations, and participation in acceptance testing of fixed fire protection systems. Business line 524-5200.

2. Facilities Maintenance Officer. Special Staff Officer for all matters pertaining to fire protection and prevention.

3. Director of Facilities. Notifies Fire Prevention Bureau in advance on any changes occurring to structures or facilities that may affect the mission of the fire protection program.

4. Depot Medical Officer. Ensures the presence of medical personnel and ambulance at the fire scene.

5. Provost Marshal. Ensures the presence of the military police at the fire scene.

6. Commanders and Officers in Charge. Company Commanders, OIC's, and section heads are responsible for becoming familiar and complying with this Manual. Their responsibilities are as follows:

a. Appoint a staff noncommissioned officer or a noncommissioned officer as the Building Fire Warden for the buildings within their control. This appointment will be in writing, with a copy to the Depot Fire Inspector. Any new appointment will be submitted to the Depot Fire Inspector within three working days.

b. Ensure that defects noted during inspections in their areas of responsibility by the Unit Fire Wardens or the Fire Department are rectified. A written report of actions taken must be made to the Depot Fire Department within three working days.

c. Ensure the widest possible dissemination of and adherence to applicable portions of this Manual by all personnel under their supervisory control.

d. Ensure fire and evacuation drills, as prescribed in this Manual via the Depot Fire Inspector, on all buildings throughout their area of responsibilities are conducted.

e. Establish emergency instructions for personnel in the event of fire within their area of responsibility.

f. Establish and maintain a quarterly update of hazardous materials/wastes stored in their facilities.

7. Unit Fire Wardens. Unit Fire Wardens will be appointed by all Commanding Officers of Battalion levels and above, to include the Depot Dental Officer, Senior Medical Officer, 12th MCD, Coast Guard TACLET, and the Director of Personal Services Division. The Unit Fire Wardens will be directed and supervised in their duties, as outlined in Appendix B of this Manual, by the Depot Fire Marshal and the Assistant Chief of Staff, G-4. As the representatives of the Depot Fire Inspectors, the Unit Fire Wardens will help to identify fire hazard(s), abatement, and make fire equipment checks. Figure 1-1 details the chain of command for the Unit Fire Wardens.

8. Building Fire Wardens. All Commanders, Officers-In-Charge, and Directors shall ensure a Building Fire Warden is appointed for each building within their control. The Building Fire Warden shall be supervised in their duties by the Unit Fire Warden. The purpose of the Building Fire Warden is to provide a more adequate fire prevention/protection program for building(s) and area(s) within the Depot. Figure 1-1 details the chain of command for the Building Fire Wardens.

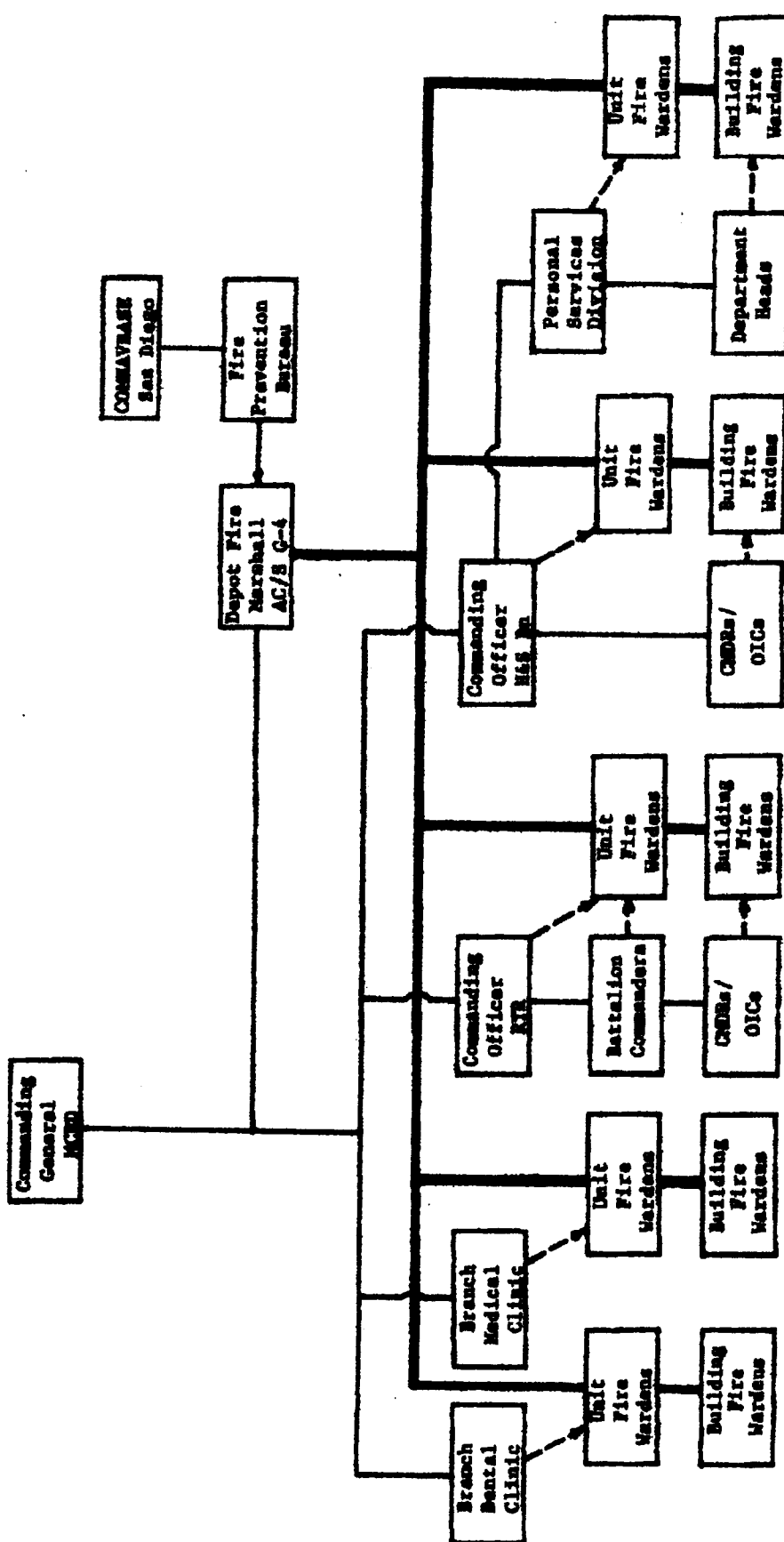


Figure 1-1.—Chain of Command for Fire Wardens

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

CHAPTER 2

FIRE EMERGENCIES

	<u>PARAGRAPH</u>	<u>PAGE</u>
REPORTING AND RESPONSIBILITIES	2000	2-3
FALSE REPORT OF EMERGENCIES	2001	2-5
SECURITY CONSIDERATIONS	2002	2-5

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

CHAPTER 2

FIRE EMERGENCIES

2000. REPORTING AND RESPONSIBILITIES

1. Discovery of Fire. Report all fires including extinguished fires to the fire department. Any person who discovers a fire, smells or sees smoke shall take actions as described below:

2. Instructions in Case of Fire. Sound alarm locally. Verbally pass the word through out the facility to notify occupants. Notify anyone that may be in immediate danger of entrapment.

a. Notify the Fire Department: Fire Alarms may be transmitted to the fire department by the following methods:

(1) Exterior Fire Alarm Box

(a) Open door, reach in and push button.

(b) Remain at the box to direct Fire Department units to the fire.

(2) Interior Alarm Box

(a) Actuate as indicated on alarm box.

(b) Proceed to exterior of building and direct Fire Department units to the fire.

(3) Telephone

(a) Dial fire, medical, and police emergency number, 9-911 on base (CATS phones) and 911 from Non CATS phones, e.g.; housing areas, Exchanges, MWR, and pay phones.

(b) State exact location of fire and what is burning if known.

(c) Give your name, location, and telephone number from which you are calling.

(d) Stay on the phone until the alarm dispatcher acknowledges all pertinent information.

(e) Proceed outside to street and direct arriving Fire Department units to the fire.

b. Upon Receipt of Alarm

(1) During normal working hours, the Provost Marshal Office (PMO) Dispatcher shall notify the following sections of the emergency:

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

(a) Federal Fire Department Communications Center, 9+911
(Emergency).

(b) Maintenance Branch, 524-4371/4372.

(c) Assistant Chief of Staff, G-4, 524-1350/1351.

(d) Medical Branch, 524-4079/4080.

(e) Military Police Division, 524-4202.

(f) Gate 4 (Notify via Military Police Division).

(2) After normal working hours or during weekends or holidays, the PMO shall notify the following sections of the emergency:

(a) Federal Fire Department Communications Center, 9+911
(Emergency).

(b) Maintenance Branch, 524-4385 (Emergency Maintenance).

(c) Medical Branch, 524-4079/4080.

(d) Military Police Division, 524-4202.

(e) Gate 4 (Notify via Military Police Division).

(f) Depot Officer of the Day (DOOD), 524-1276.

(3) Fire fighting personnel shall proceed to the emergency by the most direct route and at a safe speed.

c. Upon Receipt of Notification of Emergency:

(1) The Facilities Maintenance Officer shall direct the duty plumber and electrician to report to the Senior Fire Officer at the fire scene.

(2) The Depot Medical Officer shall direct an ambulance and medical personnel to report to the Senior Fire Officer at the fire scene.

(3) The Provost Marshal shall direct military police to report to the Senior Fire Officer at the fire scene for traffic control and security; further, when requested by the Senior Fire Officer, the Provost Marshal will notify Criminal Investigative Department/Naval Investigative Services (CID/NIS) personnel and the Duty Photographer to report to the Senior Fire Officer for investigative assistance and preservation of evidence.

(4) Guard personnel at Gate 4 will direct the incoming fire units to the fire scene should assistance be forthcoming.

(5) The DOOD shall ensure all emergency personnel are carrying out such duties prescribed above. The DOOD shall also notify the Chief of Staff and the Assistant Chief of Staff G-4. Pertinent excerpts from MCO P11000.11A are included as Appendix A.

3. Federal Fire Department Communications Center Procedures

a. When a fire occurs, the Federal Fire Department dispatcher shall notify the predetermined command representative.

b. After each alarm, the command representative will be notified that the alarm or fire has been secured.

2001. FALSE REPORT OF EMERGENCIES. Any individual who reports, or causes any report to be made, that an "emergency" exists, or willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire by means of any public fire alarm system, signal, or any other means or methods is subject to disciplinary action under Federal Personnel Regulations or under Uniform Code of Military Justice.

1. Information. Fire Bill, NAVFAC 3-11320/9 (4-67), gives pertinent information of action to be taken by personnel in the event of a fire.

2. Posting. Cognizant supervisory personnel shall be responsible for the adequate and conspicuous posting of the Fire Bill and for the indoctrination of all personnel under their supervision, including those assigned specific duties, as directed in this instruction. Such supervisory personnel will obtain necessary Fire Bills from the Federal Fire Department, FPB, and shall develop and post evacuation plans for all buildings.

2002. SECURITY CONSIDERATIONS. In the event of fire or smoke, firefighters shall be granted full access to the involved building. No person shall delay, deny access to hinder, or restrict in any manner, personnel assigned the task of saving life and property. In a fire/emergency situation, life and safety of personnel is paramount and security consideration secondary.

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

CHAPTER 3

FIRE PREVENTION

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INSTRUCTIONS	3000	3-3
HOUSEKEEPING	3001	3-5
SMOKING	3002	3-6
HEATING DEVICES	3003	3-7
STOVES, RANGES, AND COOKING DEVICES	3004	3-8
FIREWORKS, PYROTECHNICS, AND EXPLOSIVES	3005	3-9
FLAMMABLES - STORAGE AND HANDLING	3006	3-9
ELECTRICAL EQUIPMENT	3007	3-11
COMPRESSED GASES	3008	3-12
WAREHOUSING	3009	3-12
FIRE EVACUATION DRILLS.	3010	3-13
TRIAL RUN DRILLS	3011	3-14

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

CHAPTER 3

FIRE PREVENTION

3000. GENERAL INSTRUCTIONS

1. Incinerators

a. No open fires will be permitted aboard the Depot except as authorized by the FPB located in Building 5E, 524-5200.

b. All incinerators must be approved by the FPB prior to use.

c. No operation involving a fire hazard shall be conducted unless proper and adequate fire prevention measures have been taken and approval of the FPB obtained.

d. Personnel will be instructed in the proper method of reporting emergencies and the location and use of fire fighting equipment. FPB personnel may be called upon to assist with this instruction.

e. In the event of any accident aboard the Depot which creates a potential fire hazard, (vehicle collision, aircraft crash, etc.) the FPB will be notified immediately.

2. Change/Modification of Facilities

a. When it becomes necessary to close a road or render a water main, fire hydrant, or other utility inoperative, the FPB shall be immediately notified.

b. The FPB shall be notified when any of the following changes occur in buildings and facilities within assigned areas:

(1) The building is vacated or secured. (All utilities will be shut off at the source when a building is vacated or secured.) In addition, adequate security measures, including periodic inspection, should be established to prevent unauthorized entry.

(2) When a change of responsibility is effected.

(3) When the designated occupancy of the building is changed, i.e., barracks to classroom, storeroom to barracks, etc.

(4) When a vacated or secured building is reopened and utilities are turned on.

c. Holes in bulkheads, overheads, and deck, will be repaired upon completion of modification.

d. Plans and specifications and/or work requests for construction of new buildings and facilities and/or modifications/alterations to old buildings and facilities will be reviewed by the FPB before advertising for bids or issuance of work orders.

3. Portable and Fixed Fire Protection

a. The use of any fire extinguisher will be reported immediately to the FPB for replacement.

b. Building officers in charge shall assign an individual to inspect portable fire extinguishers weekly. Fire department personnel will provide instruction for extinguisher inspections. Should any fire fighting equipment be found to be defective, this fact will be reported immediately to the FPB, extension 4-5200.

c. Personnel shall not move, alter, or tamper with any fire alarm appliance or with fire fighting equipment except under emergency conditions.

d. Access to fire fighting equipment and facilities such as alarm boxes, fire hydrants, extinguishers, alarm sprinkler control valves, and electrical control panels shall be kept clear at all times.

e. Vehicles or other objects shall not be placed within 15 feet of fire hydrants.

4. Outdoor Areas

a. Dry weeds, grass, and brush shall not be permitted around buildings and open storage areas. Such growth should be cut frequently and disposed of in a safe manner or controlled by use of approved chemicals.

b. Areas beneath or within 25 feet of buildings shall be policed regularly to keep them free from accumulation of debris and combustible vegetation.

c. Dumpsters and other central trash disposal units shall be spaced a minimum of 15 feet from combustible buildings, metal wall buildings, unprotected openings in masonry wall buildings, or storage areas. Vehicle parking shall be separated from dumpsters by a five foot clear space. At no time will dumpsters be placed on, above, below, or near combustible vegetation.

5. Inspection of Facilities

a. A fire inspection will be conducted by the Building Fire Warden or their representative in all assigned areas daily, prior to securing, immediately after working hours, or at the cessation of operations or social activities. Particular attention shall be given to storerooms, warehouses, clubs, theater, and recreation rooms. Prompt corrective action shall be taken to correct fire hazards noted. FFSD 11320.76 will be utilized for this purpose. The individual conducting the inspection shall sign the inspection

entries to indicate the time the inspection was conducted. Individuals designated by unit commanders to conduct the inspection will be given instructions by FPB personnel on proper inspection procedures upon request. The complete check-off sheet for the current and previous month will be made available to the Fire Inspector during regular fire prevention inspections.

b. Fire Prevention Inspectors shall be afforded access to all buildings and facilities for the purpose of conducting periodic fire prevention inspections. Married Officers Quarters will be inspected annually and/or upon change of occupancy.

(1) Hazardous conditions or procedures that are noted during inspections will be identified by the Fire Inspector on a Fire Prevention notice (FFDSD 11320.27). The original notice, identifying fire safety deficiencies, will go to the department head or cognizant person. The department head or cognizant person will return the original listing corrective action implemented. Fire Prevention notices submitted to Facilities Maintenance Branch will be annotated with a Work Request Number in the Upper left corner of the notice.

(2) Corrective action taken to eliminate the hazard will be noted in the space provided on the original prevention notice and returned to the FPB. Upon receipt of notice that corrective action has been taken, a reinspection will be conducted by the FPB.

(3) A follow-up inspection will be performed by the FPB upon noncompliance date and/or after corrective measure have been completed.

6. Miscellaneous

a. The use of buildings, other than approved barracks or quarters, for sleeping purposes is prohibited without approval of the unit commander. Prior to granting approval, the unit commander will refer the request to the Fire Prevention Inspector for review and recommendation. The Fire Prevention Inspector will be advised of all approvals granted.

b. Any matters pertaining to fire protection not covered by these regulations, shall be referred to the FPB for resolution at extension 4-5200.

3001. HOUSEKEEPING

1. Combustible waste such as trash, wood shavings, rags etc. shall not be permitted to accumulate. Covered metal containers only will be used for disposal of combustible waste. Open top trash cans will be made of metal or other noncombustible material.

2. Combustible waste will be periodically collected and disposed of at the close of business each day. Waste shall be hauled to locations approved for disposal.

3. Rags and waste material contaminated with oils, grease, paints, thinners, and other liquids which can cause spontaneous heating, shall be kept in covered metal containers when not in use.
4. Sweeping compounds, floor cleaners, and floor waxes shall be of the noncombustible type.
5. Storage of combustibles is prohibited in equipment rooms, air conditioning rooms, boiler rooms, exit corridors, on or under combustible stairways.
6. Unoccupied attic spaces and other concealed areas shall be kept clean and free of combustibles and locked when not in use.
7. Scuttle holes and other openings communicating to attics, roofs, or concealed spaces, shall be fitted with doors equivalent in fire resistance to ceiling construction and shall be kept closed.
8. Combustible packing material shall be stored in non combustible containers with hinged, self-closing covers.
9. Ventilated metal lockers shall be provided for the storage of workers' clothing contaminated with oil, paint, or other contaminants subject to spontaneous heating.
10. Holes in bulkheads, overheads, and decks will be repaired as soon as possible with material capable of maintaining smoke/fire barrier rating.
11. Good housekeeping or the maintenance of order and cleanliness is a basic factor towards maintaining an adequate fire prevention program. This action is accomplished by disposal, limitation, or segregation of combustibles to reduce the danger of fire. Work repair areas and storage spaces shall be maintained in a neat and orderly manner and shall be policed regularly to reduce fire hazards.

3002. SMOKING

1. Smoking shall be prohibited in the following:
 - a. Shop areas (production, repair, maintenance, hobby, auto, etc.).
 - b. Storage areas (warehouses, storage rooms, etc.).
 - c. Sales areas (grocery and general merchandise).
 - d. Restrooms.
 - e. Within 50 feet of:
 - (1) Any flammable liquid transfer operation or storage area.

(2) Where oxygen, acetylene, and liquefied petroleum gas cylinders are stored.

(3) Areas where oxygen is being administered.

f. Theaters, gymnasiums, conference rooms, auditoriums, and indoor open public areas.

g. While lying or sitting on a bunk or bed.

h. Attics, lofts, roofs, and under structures.

i. Automatic data processing facilities.

j. Secured structures.

k. Wood piers.

l. Shipping and receiving areas.

m. Inside boxcars and trucks.

n. Location where open flames or spark producing equipment is prohibited.

o. Where "No Smoking" signs are displayed.

p. Where prohibited by other Department of Defense/Navy/Marine Corps instructions.

2. Specified locations within selected prohibited areas may be designated for smoking. Such areas shall be clearly defined and posted.

3. All smoking materials, when being used, shall not be left unattended, and shall always be disposed of safely.

4. Non combustible ashtrays shall be provided in sufficient numbers in all areas where smoking is permitted. Refer to DepO 5100.1 on "MARINE CORPS TOBACCO PREVENTION AND CONTROL PROGRAM" for additional guidance on smoking.

3003. HEATING DEVICES

1. Oil burning, liquid petroleum gas, and natural gas fired heaters shall be of the approved types (Underwriter Laboratory listed, Factory Mutual Laboratory approved) and shall be installed and maintained by the Facilities Maintenance Branch.

2. Heating devices shall not be left burning while unattended.

3. Oil heaters installed on wooden decks will have a metal drip pan under them filled with sand.
4. Only approved fuel oils shall be used in oil fired heaters. Containers used to refuel oil heaters will be identified with a three-inch yellow band painted completely around the container with the words "Fuel Oil" lettered in black on the yellow band on two sides of the container. The yellow band will be painted horizontally on round commercial type containers and vertically on military type five gallon containers.
5. Combustible materials shall not be placed in the vicinity of, or between, heating devices, smoke pipes, stacks, or vents.
6. Instructions for the operation of heating devices and a list of precautionary measures shall be conspicuously posted near each device.
7. The use of oil or gas fired portable heaters is prohibited.
8. The installation, use or storage of privately owned space heaters is prohibited. Government owned space heaters will only be used with prior written approval of the FMO. Only portable electric space heaters that have been inspected by FPB for UL/FM listing, thermostats, and tip over switches will be issued by FMO.
9. Open flame or electric heating devices shall not be used where flammable or explosive vapors are liable to accumulate, i.e., gasoline stations, garages, and paint shops, unless the device is approved by the Underwriters Laboratory or Factory Mutual Laboratories for use in such areas and installed in accordance with National Fire Protection Association (NFPA) Standards.

3004. STOVES, RANGES, AND COOKING DEVICES

1. Cooking devices such as broilers, deep fryers, ovens, and associated ventilating systems shall be of a type approved by the Underwriters Laboratory, the Factory Mutual Laboratories, or the American Gas Association.
2. Deep fryers shall be equipped with a primary thermostat to limit temperatures to 425 Fahrenheit and a second backup thermostat or thermal electric cutoff to limit temperatures to 450 Fahrenheit.
3. Operators of cooking equipment shall be thoroughly familiar with the operating procedures of the units. Operating instructions will be posted near galley units.
4. Stacks, exhausts, filters, hoods, and vents over ovens, ranges, and appliances shall be kept free of grease accumulation by performing daily inspections and periodic cleaning.
5. Thermostats shall be checked periodically by qualified personnel and any unit found defective shall be secured until repaired.

3005. FIREWORKS, PYROTECHNICS, AND EXPLOSIVES

1. The sale, storage, or use of fireworks or pyrotechnics of any description is prohibited on the Depot, except for command approved public displays under the supervision of the FPB. Military training exercises are excluded.
2. The storage and handling of explosives shall comply with standards established by NAVSEA Ordnance Pamphlet #5, Volume 1-3 and the current edition of MCO 8020.1. Small arms, Class 1, division 4 ammunition will not be construed as explosives.
3. Explosives, toxic substances, flammable materials, or liquids (except normal fuel supply) shall not be transported in vehicles which carry passengers.
4. Vehicles shall not be refueled while explosives are on the vehicle, except in an emergency and then only after the engine is stopped, lights turned off, and static grounding devices properly connected. The FPB should be contacted for permission and possible engine company standby. Specific instructions are noted in the current edition of NAVSEA OP-2239.

3006. FLAMMABLES - STORAGE AND HANDLING

1. Gasoline or other flammable liquids having a flash point below 100 Fahrenheit shall not be used for cleaning purposes. Only approved type cleaning solvents may be used.
2. In buildings or structures where flammable liquids are required and approved for use, only a one day supply, in approved safety containers, will be permitted.
3. No delivery of gasoline shall be made into portable containers except those approved by the Underwriters Laboratory or Factory Mutual Laboratories. Glass containers shall not be used at any time for flammable liquids.
4. Containers of paint, thinner, and other flammable liquids will be marked to indicate the type of contents with black letters on yellow background.
5. Flammable liquid containers will be stored in approved flammable storage lockers. The lockers may be placed inside when FPB approves a safe location. Lockers will be posted with fire red letters on white background to read "FLAMMABLES - NO OPEN FLAMES WITHIN 50 FEET".
6. All flammable storage areas shall be approved by the FPB for location, area covered, quantity of material stored, segregation of containers, and spill prevention.
7. Any sweeping compound or floor cleaner consisting of a petroleum base, wax consisting of a petroleum base, or other volatile or flammable liquid base materials shall not be used.

8. Gasoline powered vehicles or equipment shall not be stored or parked within undesignated buildings unless approved by the FPB.
9. Marine Corps Exchange and other points of sales handling items containing flammables having a flash point of 100 Fahrenheit or less, such as paints, thinners, polishes, waxes, cleaners, etc., shall have the sales area for such materials approved by the FPB prior to such items being place on sale. The sales area will be posted "DANGER - NO OPEN FLAMES" to reflect the presence of flammable items.
10. Proper and adequate fire fighting equipment shall be on hand during the transfer of gasoline, in bulk amounts, by gravity or power take-off. The FPB should be notified before commencing operation for a possible engine company standby.
11. No transfer of gasoline shall be permitted while an internal combustion engine is running within a distance of 50 feet, except when it is necessary to use a power take-off driven pump.
12. No open flame, naked lights, blow torches, heaters, smoking, or other source of ignition shall be permitted within 50 feet of areas used for receiving or dispensing fuel, and servicing fuel systems of internal combustion engines.
13. Tank truck domes shall not be opened and the operator will not leave the truck while the operation is in process.
14. Transfer operations will not be conducted during electrical storms.
15. Transfer hoses shall be Underwriters Laboratories approved and manufactured for this specific purpose for positive bond and grounding.
16. Upon discovery of loose connections, damaged hoses, or leaking equipment, the transfer operation will be shut down until discrepancies are remedied and the operation made safe.
17. Any spilled fuel will be reported to the FPB immediately and all engines turned off.
18. Gasoline powered vehicles and equipment shall not be fueled inside any building or structure.
19. Only automatic closing nozzles will be used for dispensing gasoline and will not be left unattended when in use. Without exception, nozzles shall be approved and listed by Underwriters Laboratories. Self-help service stations shall not have lock open fueling nozzles that allow fuel to run without continuous hand pressure.
20. Gasoline will not be drained or siphoned from vehicles, except when required to make repairs to gasoline tanks.

21. No gasoline powered vehicle shall be permitted aboard the Depot without an approved gasoline cap.

3007. ELECTRICAL EQUIPMENT

1. Electrical equipment and wiring shall be installed, repaired, or replaced by the Facilities Maintenance Branch only, and in accordance with the National Electrical Codes, NFPA-70. The only exception will be the Depot Exchange, who have their own electrical maintenance personnel. They too will follow the National Electrical Codes, NFPA-70.
2. Electrical equipment, appliances, and cords shall be approved by the Underwriters Laboratory or Factory Mutual Laboratories.
3. Circuit breakers shall not be taped, fastened, or altered to prevent automatic disconnection of electrical power, and shall not be overloaded. Approved square D handle locking clamps cut #QO-1-LO may be purchased and installed.
4. Circuit breaker panel switches shall be correctly labeled by the Facilities Maintenance Branch or Depot Exchange to indicate what they control.
5. At least a 24-inch clearance will be maintained around the front of the circuit breaker panels.
6. Defective electrical cords, lighting fixtures, appliances, switches, and receptacles shall be repaired or removed as soon as possible.
7. Vapor proof shields, guards, and fixtures, where required, shall be installed by the Facilities Maintenance Branch.
8. The use of toasters, hot plates, percolators, and similar equipment is prohibited in private rooms, e.g., barracks.
9. Hot plates and percolators shall not be operated without approval of the Facilities Maintenance Officer and FPB. The required shield for these devices will be constructed by the Facilities Maintenance Branch and shall not be installed in closets, lockers, or out of sight locations.
10. Combustible material shall not be stored closer than 18 inches from any electric light bulb.
11. Extension cords are to be kept as short as possible, used only as a temporary electric extension, and not left attached overnight.
12. Flexible cords shall not be looped, fastened by nails, hooks or staples, run through doors, windows, or walls, or placed within 12 inches of any heating device.
13. The use of multiple outlet adapters is prohibited.

14. With the exception of Underwriters Laboratories listed and approved flush mounted fixtures, fluorescent lights shall be mounted a minimum of one and one-half inches from combustible ceilings.

15. Popcorn machines, hot plates, coffee makers, soldering irons, and other unfixed devices and appliances containing electrical heating elements that are actuated and/or controlled manually or automatically by thermostats, etc., shall be disconnected from electrical outlets when not in use or unattended.

16. An inspection will be conducted at least once each month of all compressors and electrical motors to preclude unnecessary accumulation of dust, lint, grease, or oil. Any defective relay, frayed wiring, or overloaded motor will be reported to the Facilities Maintenance Branch immediately. Further information can be found in NFPA-70B.

3008. COMPRESSED GASES

1. Noncombustible or reactive gases shall be stored in detached, well ventilated locations, separated by clear spaces of at least 20 feet, and protected from the sun. The only exceptions are when eight-inch concrete block walls, five feet high extend at least two feet beyond the outermost storage area.

2. All gas cylinders shall be secured in the vertical position, when not in supply storage yard, and sitting on a concrete surface.

3. Protective caps shall be maintained on cylinders when not in use.

4. Liquefied petroleum gases composed predominately of hydrocarbons such as propane, normal butane, iso-butane, and butylenes shall be stored and handled in conformance with requirements of the current edition of DOD 4145.19R-1 and MCO 10330.2.

3009. WAREHOUSING

1. Clearance as Prescribed in the Current Edition of DOD 4145.19R-1

a. A minimum clearance of 24 inches will be maintained between walls and stored materials.

b. An 18-inch clearance will be maintained below automatic sprinkler heads where stack height does not exceed 15 feet, and 36 inches where stack height exceeds 15 feet. Clearances shall be 36 inches where hazardous materials are stored.

c. Clearances below joists, rafters, beams, and roof trusses:

(1) When stack heights do not exceed 15 feet, 18 inches below horizontal level.

(2) When stack heights exceed 15 feet, 36 inches below horizontal level.

(3) When stacked in non-sprinklered buildings, regardless of height, a 36-inch clearance will be maintained.

d. An 18-inch clearance will be maintained between lighting fixtures, heating units, and stored materials.

e. A 24-inch clearance around the path of travel of fire doors will be maintained unless a barricade is provided. Material will not be stored within 36 inches of fire door openings.

f. Access aisles will be maintained to electrical and gas equipment, fire fighting equipment, sprinkler valves, and exits.

g. Working aisles every 50 feet and five foot center aisles should be provided.

2. Packing materials such as excelsior and shredded paper shall be stored in and used from approved metal or metal lined containers with automatic closing covers.

3. Stocks susceptible to water damage shall be stored on skids or platforms.

4. Glass containers shall not be stored in any area exposed to direct sunlight.

5. Areas where hazardous materials are stored shall be posted with a caution sign "HAZARDOUS MATERIALS STORED".

6. Doors will not be secured or blocked in any manner except upon prior approval of the FPB. Doors approved to be secured shall be posted on both sides with a sign "SECURED".

7. Rack storage shall conform to requirements of NFPA Standard #231C.

8. A minimum clearance of 18 inches shall be maintained between combustibles and electrical connections.

3010. FIRE EVACUATION DRILLS. Fire evacuation drills shall be conducted by the Federal Fire Department at least annually in all occupied buildings. The hours at which fire evacuation drills are conducted should vary. The department or command having responsibility for the building shall schedule the fire drills by calling the FPB at 4-5200. Where more than one department or command utilizes the building, the scheduling unit should coordinate with the senior representative of the other occupying units before holding a fire drill. The Fire Inspector will conduct the fire evacuation drill and provide written evaluation of results. Fire drill frequency shall be as follows:

1. Monthly. Drills shall be conducted monthly in child care centers. Such drills will be supervised by a member of the Federal Fire Department who will observe staff for immediate and orderly evacuation of children and proper notification of the fire department by 9-911/fire alarm system.
2. Quarterly. Building managers of mercantile, health care occupancies, BOQ's/BEQ's, and Medical/Dental clinics are responsible for scheduling quarterly fire drills with the FPB.
3. Semi-annually. Building managers for Industrial occupancies, e.g., carpenter shop shall schedule semi-annual fire evacuation drills with the FPB.
4. Annually. Occupants of Business, Assembly and all other occupancies not specified above shall schedule fire drills at least annually. Drills are not required in private on-base quarters; however, families are encouraged to practice evacuation drills in their homes at least yearly.

3011. TRIAL RUN DRILLS. Trial run fire drills at this activity involving the response of motorized fire apparatus without prior warning to all responsible personnel and activities involved are prohibited. Such practices for testing the alertness of fire fighting personnel without prior warning are considered both an unwarranted exposure of personnel to injury and death and unnecessary exposure of government property to damage.

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

CHAPTER 4

HAZARDOUS OPERATIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INSTRUCTIONS	4000	4-3
PAINTING AND PAINT STORAGE	4001	4-3
WELDING AND CUTTING SAFEGUARDS	4002	4-3
BATTERY CHARGING SHOPS	4003	4-4
ROOFING KETTLES (TAR POTS)	4004	4-4
CLEANING AND REFINISHING	4005	4-5
PESTICIDES	4006	4-5

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

CHAPTER 4

HAZARDOUS OPERATIONS

4000. GENERAL INSTRUCTIONS. No operation involving a potential fire hazard will be conducted until proper and adequate fire prevention measures have been taken and approval from the FPB has been obtained.

4001. PAINTING AND PAINT STORAGE

1. Spray painting, except exterior painting of buildings, shall not be conducted within any building unless approved spray booths and exhaust systems are provided.
2. Where exterior of building is to be spray painted, the supervisor will ensure that the area is free of sources of ignition and smoking is prohibited.
3. All paints, thinners, solvents, and other flammable liquids, brushes, drop cloths, rags, etc., shall be stored in flammable storage lockers outside. The lockers may be placed inside as long as you contact the FPB for a safe location.
4. Under no circumstances will paints, thinners, solvents, other flammable liquids and brushes, damp cloths, rags, etc., be retained inside any building when not in use.

4002. WELDING AND CUTTING SAFEGUARDS

1. When welding and cutting are to be conducted within any building or structure not approved for such purpose, the FPB will be notified, a welding permit will be obtained, and proper precautions taken to ensure the area is free of fire hazards. A competent supervisor will be in charge to ensure compliance with all regulations.
2. Make sure sprinklers are in service.
3. Make sure that floors have been swept clean and that combustible floors have been wet down or covered with sheet metal or equivalent. Cover all holes in the floor and walls, including pipe spaces.
4. Make sure that flammable liquids have been removed and oil deposits cleaned away.
5. Make sure that combustible material has been moved 35 feet away. What cannot be moved, cover completely with noncombustible curtains or sheet metal.
6. Make sure that a fire watch with small hose or extinguishers is stationed to see that sparks do not start fires.

7. Make sure that you do not work on combustible walls or ceilings, or those containing combustible insulation, and that combustibles have been moved back from other side.
8. Make sure that you do not work on closed tanks that have held flammable liquids, unless they have been thoroughly purged and are gas free.
9. Make sure that combustibles have been removed from ducts and from enclosed equipment and that screens or bags are removed from dust collectors.
10. After completing a job, make sure that someone will watch the area a half-hour for smoldering fires and that adjoining areas and the floors above and below are inspected.
11. When welding or cutting is being performed in any confined area, except authorized welding shops, the gas cylinders shall be left outside, unless specifically approved by the FPB.
12. Welding or cutting operations shall not be performed in any area on piping or containers previously used for flammable liquid storage, unless all flammable vapors have been purged or adequately rendered inert. Personnel performing this work must be professionally qualified.

4003. BATTERY CHARGING SHOPS

1. Only qualified personnel shall be assigned to battery shops.
2. Spark producing devices, open type lights and switches, flame, or other sources of ignition, shall not be allowed in the vicinity of batteries on charge. Warning signs shall be posted.
3. The battery shop shall be adequately ventilated to allow removal of hydrogen and oxygen gases. Air inlets at or below the level of the batteries are essential regardless of the kind of exhaust.
4. Charging rates shall be reduced as cells approach full charge to reduce the rate of hydrogen and oxygen gas liberation.

4004. ROOFING KETTLES (TAR POTS)

1. Roofing kettles shall not be operated inside, on the roof, or within 25 feet of a building or structure, and shall be attended at all times during operation.
2. Adequate fire fighting equipment shall be available at the roofing kettle and on the roof during operations. Two approved, 20 BC fire extinguishers shall be provided and maintained within 25 feet of the operating kettle.

3. Mops, brushes, and other equipment used in tar application will be stored at a safe location when not in use.

4. Compressed and liquefied gases shall be placed a minimum distance of 15 feet from a roofing kettle.

4005. CLEANING AND REFINISHING

1. Approval must be received from the FPB prior to commencing any cleaning or refinishing operations involving volatile or flammable liquids.

2. Natural ventilation will be provided wherever possible. Where this is not adequate to dissipate vapors, approved portable mechanical exhausting equipment may be used.

3. Work should be accomplished by natural light. Where this is not practicable, the required lighting will be turned on before operations begin and left on until drying is complete and vapors have dissipated.

4. Prior to start of operations, all sources of ignition, open flames, pilot lights, automatic stopping and starting electrical appliances, switches and nonexplosive-proof motors will be eliminated and/or de-energized. Smoking should be prohibited until two hours after drying is complete.

5. All mixing and thinning of finishing materials and cleaning of equipment will be accomplished outdoors in well ventilated locations.

6. Quantity of finishing materials within the building will be restricted to only that amount necessary for efficient operations.

7. The FPB shall take any additional precautions deemed necessary to ensure complete safety during operations.

4006. PESTICIDES. FPB personnel will be made fully aware of the types of chemical pesticides used and stored on the Depot. Particular attention will be given to the dangers associated with organic phosphate pesticides. The current edition of MCO P11000.8 covers storage and handling.

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

CHAPTER 5

SPECIAL FIRE PREVENTION MEASURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
DECORATIONS	5000	5-3
INTERIOR FINISH AND INSULATION FOR NEW CONSTRUCTION, ALTERATIONS, RENOVATIONS	5001	5-3
INTERIOR FINISH IN EXISTING CONSTRUCTION	5002	5-5
MEANS OF EGRESS AND EXITS	5003	5-5
EMERGENCY AND EXIT LIGHTING	5004	5-6
PLACES OF PUBLIC ASSEMBLY	5005	5-6

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

CHAPTER 5

SPECIAL FIRE PREVENTION MEASURES

5000. DECORATIONS

1. Decorative material includes curtains, draperies, streamers, wall, ceiling, and floor covering for acoustical or other effects and all cloth, paper, cotton batting, and vegetation used for decorative effect. Decorative material does not include floor coverings, ordinary window shades, wallpaper, or other material 1/40 of an inch or less in thickness applied directly on or adhering tightly to a noncombustible material base.
2. No decorative material will be used in recreation rooms, clubs, field houses, and similar type buildings which, as applied, will ignite and allow the flame to spread over the surface when exposed to a match flame test.
3. Pyroxylin-coated fabric will not be used as a decorative material as described in paragraph 5000.1 above, or as a surface covering on fixed furnishings.
4. The FPB will be notified prior to the installation of temporary holiday decorations in public areas and also prior to the installation of permanent new or replacement decorations in these areas. Tests of decorations for flameproofing will be made prior to installation and at least yearly thereafter.
5. No furnishings, decorations, or other objects will be placed where they will obstruct exits, access to exits, egress from exits, or visibility of exits, or to obstruct access to, or visibility of, fire alarm or fire fighting equipment.
6. No furnishings or decorations of an explosive or highly flammable character will be used in any building or structure. Combustible decoration materials used will be commercially treated with an effective flame retardant material. A proper certificate attesting to the treatment provided and date performed will be obtained from the servicing company and forwarded to the FPB.
7. Combustible holiday decorations will be removed within seven days after the holiday. Cut trees, pine branches, and similar foliage and vegetation will be removed after ten days in a building. The butt ends of Christmas trees (cut on a diagonal) should be kept immersed in water when indoors. Candles will not be used on Christmas trees.

5001. INTERIOR FINISH AND INSULATION FOR NEW CONSTRUCTION, ALTERATIONS, RENOVATIONS

1. Interior finish is defined as the material of walls, ceilings, wainscoting, and other interior surfaces of a building and other interior

surfacing materials applied to the walls, movable partitions, floors, and ceilings. This does not include trim such as doors, windows, or their frames. Insulating and acoustical materials are considered in the category of interior finish.

2. The requirements for interior finish will vary depending upon the occupancy of the structure. Specific instances associated with structures under given situations and for various finish materials are presented for new construction, alterations, additions, and rehabilitation. Wall and ceiling finishes and movable partitions shall conform to requirements of Life Safety Code, NFPA Standard #101, except as follows:

a. Interior finish for means of egress, hospital patient rooms, sleeping rooms, and correction facilities shall be Class A only.

b. Flame spread (FS) and smoke development (SD) shall be tested in accordance with ASTM E84 (NFPA 255). Tests shall not exceed FS rating of 25 and SD rating of 50 for Class A materials, FS rating of 75 and SD rating of 100 for Class B materials, and FS rating of 200 and SD rating of 200 for Class C materials. Class C interior finish shall only be permitted in fully sprinkler buildings.

c. Cellular plastics shall not be used as interior wall and ceiling materials. Drop-out ceilings (foam-grind panels) may be used in existing buildings if they are listed by a Nationally Recognized Testing Lab (NRTL) for installation under automatic sprinkler systems. Drop-out ceilings shall be installed in strict accordance with testing laboratory instructions; and automatic sprinklers shall be installed above the panels. Where new automatic sprinklers are installed in an existing building, drop-out ceilings shall not be used. Drop-out ceilings shall not be used in new buildings. Drop-out panels shall not be installed above sprinkler systems.

d. For incidental trim, refer to NFPA 101.

e. Carpeting and other textile wall coverings shall only be applied as an interior finish if the material passes the acceptance criteria of the UBC Standard 42-2, Test Method for Textile Wall Coverings, conducted by NRTL.

f. For insulation requirements, refer to MIL-HDBK-1008B.

3. Field painting of combustible surfaces with fire retardant paint is not an acceptable method of complying with interior finish requirements.

4. Relocatable partitions shall be of noncombustible materials. Plastic or other combustible inserts may not be purchased or used. Tempered (safety) glass as available in Federal Supply Catalog is permissible.

5002. INTERIOR FINISH IN EXISTING CONSTRUCTION. In the case of combustible interior finishes in existing buildings, certain safeguards are essential. Several possible alternate measures are available to provide the necessary safeguards for the protection of both life and property against fire and are listed below.

1. Cover combustible surfaces with gypsum board or other materials meeting the requirements of paragraph 5001.2 above.
2. Protect the building with a properly designated automatic sprinkler system.
3. In some cases, high life safety occupancies, such as hospitals or child day care centers, may require both of the above measures be taken.
4. Doors, railings, trim, etc., are considered interior finish when exceeding 10 percent of total wall area of corridors and must have Class A ratings.

5003. MEANS OF EGRESS AND EXITS

1. Adequate exit facilities are of primary importance for minimizing danger to life from fire, hot gaseous products or panic. NFPA Standard #101 specifies exit requirements that are essential to life safety. Exit facilities include the approachways, corridors, stairways, and other escape routes as well as exit doors themselves. Fire escape stairs are not required for two story family housing.
2. Fire exits will be kept free of obstructions and will be adequately lighted and clearly marked. Fire escapes will be of the platform and stairway types.
3. Standard exit signs for interior use, where illuminated signs are not required, will be furnished by the FPB.
4. Panic hardware is a fire exit bolt which causes the door latch to release when pressure of not more than 15 pounds is applied to the releasing devices (bars and panels) in direction of exit travel. Panic hardware will be installed as prescribed by NFPA Standard #101.
5. Panic hardware shall not be equipped with any locking or dogging device, set screw, or other arrangement which can be used to prevent the release of the latch when pressure is applied to the bar.
6. Flush bolts and friction type doorstops will not be permitted on exit doors in places of assembly, educational, or institutional occupancies. Holdback hardware designed to hold doors in an open position will not be installed on interior doors that should normally be kept closed.
7. Doors that normally should be kept closed in order to maintain a safe means of egress from a building; doors in stairway enclosures, smoke stop barriers,

shall remain closed. Exit facilities include the approachways, corridors, stairways, and other escape routes as well as exit doors themselves.

5004. EMERGENCY AND EXIT LIGHTING

1. NFPA #101 requires adequate and reliable illumination of exits and approaches in buildings where artificial lighting is provided for normal use and occupancy. This includes emergency lighting of exit ways as well as illuminated exit signs. The current edition of DOD 4270.1M, Construction Criteria Manual contains additional requirements concerning emergency lighting.
2. The type of occupancy determines the specific requirements for emergency lighting and exit signs. In general, Type 2 emergency lighting with lights and signs on a separate circuit connected ahead of the building panel, will suffice for most occupancies. In Class A and Class B places of assembly, Type 1 emergency lighting shall be provided.
3. A building officer-in-charge shall assign an individual to conduct a monthly inspection/test of emergency lights and exit signs. Replacement bulbs for exit signs may be obtained from Facilities Maintenance Branch. Defective emergency lights or exit signs (except burned out bulbs) shall be reported to Facilities Maintenance Branch and repaired as soon as possible.

5005. PLACES OF PUBLIC ASSEMBLY

1. Places of public assembly shall mean a room or space used for religious, recreational, educational, social or amusement, retail sales, or for consumption of food or drink purposes where capacity exceeds 50 persons. For the purposes of this definition, such room or space shall include any similarly occupied connecting room or space on that floor or floors above or below, where entrance is common to the room or space.
2. No exit doors will be locked, bolted or otherwise fastened so as to prevent the door from being opened from the inside by pressure on the door or on a panic release device.
3. In each room where chairs, or tables with chairs, are used, the arrangement shall be such as will provide for ready access by aisles to each exit door. Aisles leading directly to exit doorways shall not have less than a 36-inch clear width, unobstructed by chairs, tables, or other objects.
4. Emergency exits of rooms accommodating 100 or more persons shall be marked by exit signs so illuminated as to be readily discernible when the room is fully occupied with lights dimmed. Directional signs, when required, shall be placed on walls or otherwise displayed in conspicuous places to direct occupants to exits.

5. Required exits and access thereto shall be kept unobstructed at all times that the place of assembly is occupied.
6. Panic hardware shall not be equipped with any locking or dogging device, set screw, or other arrangement which can be used to prevent the release of the latch when pressure is applied to bar.
7. Exit lights will be checked prior to use of such assembly spaces and when deficiencies are found, immediate action will be taken to repair the lighting system. When buildings are utilized after dark, emergency lights of the battery operated type will be provided in the assembly area and passageways to exits. These lights will be installed to operate automatically upon failure of building electric power.
8. Subject to review and approval by the Commanding General the Fire Prevention Inspector will determine the maximum number of people who can safely occupy each place of assembly in accordance with NFPA Standard #101 and will post at main entrance and elsewhere, as appropriate, the maximum number of personnel permitted in places of assembly and other buildings and structures used by the general public. It will be the responsibility of the Unit Fire Warden to insure these are posted.

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

CHAPTER 6

FIRE PROTECTION EQUIPMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
PORTABLE FIRE EXTINGUISHERS	6000	6-3
INSTALLED FIRE EXTINGUISHER SYSTEMS	6001	6-4
ELECTRONIC DATA PROCESSING AND OTHER SOPHISTICATED ELECTRONICS	6002	6-4
FIRE HYDRANTS	6003	6-5

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

CHAPTER 6

FIRE PROTECTION EQUIPMENT

6000. PORTABLE FIRE EXTINGUISHERS

1. All portable fire extinguishers are the property of the United States Marine Corps and are recorded in the FPB files by type and location.
2. The FPB will be responsible for the type, quantity, location, inspection, and maintenance of all portable fire fighting equipment. Exceptions are noted in paragraph 11 below.
3. Fire Fighting equipment shall not be used or moved from its assigned location, except when being used to extinguish a fire. Extinguishers will be kept charged in operational readiness at all times.
4. No person other than FPB personnel shall paint or dismantle any fire extinguisher or remove the attached inspection tag.
5. Any person having discharged a fire extinguisher, or having found indication that a fire extinguisher has been used, shall report the fact immediately to the FPB.
6. The FPB will periodically, and/or upon request from commanding officers or activity heads, resurvey or reappraise any area for the type and amount of emergency fire fighting equipment. (See paragraph 2 above.)
7. The use of carbon tetrachloride, chlorobromomethane, and halon extinguishers is prohibited due to their hazardous toxic properties.
8. General classification of fire and fire extinguishers:

<u>Type of Fire</u>	<u>Class Fire</u>	<u>Extinguishers Agent</u>
Wood Paper Trash Textiles	Class A	Water pump or pressurized water ABL Dry Chemical
Gasolines Oils Paints Thinners	Class B	Carbon Dioxide (CO2) or Dry Chemical
Electrical	Class C	Carbon Dioxide (CO2) or Dry Chemical

9. Fire extinguishers may be omitted from dead storage areas and other seldom entered buildings subject to paragraph 2 above. Work crews entering such areas and buildings will carry appropriate fire extinguishers along with their other working tools and equipment.

10. Fire extinguishers may be omitted from fire resistive barracks, at the direction of the Assistant Chief of Staff, G-4 and the Federal Fire Department, when life safety is not impaired.

11. Fire extinguishers will not be provided for individual family living units located within normal response radius of five miles from an organized fire department.

6001. INSTALLED FIRE EXTINGUISHER SYSTEMS

1. Sprinkler control valves shall be maintained in the open position at all times. If any sprinkler shall become fused because of fire, no person shall close the valve serving such a sprinkler head until so directed by the Senior Fire Officer in charge of the fire.

2. If the sprinkler system is put into action due to causes other than fire, the control valve shall be closed at once and the drain valve opened to drain water from the overhead pipes. The FPB shall replace sprinkler heads and restore service.

3. No person shall close a sprinkler control valve to work on the system until permission has been obtained from the FPB.

4. No material shall be hung from or attached to sprinkler piping.

5. No person shall place any material of any sort so as to obstruct, in any way, sprinkler risers or connections.

6. Sprinkler systems shall be tested in accordance with NAVFAC M.O. 117 by authorized and qualified personnel.

7. Leaks, defects, or malfunctions of sprinkler systems shall be reported immediately to the FPB.

6002. ELECTRONIC DATA PROCESSING AND OTHER SOPHISTICATED ELECTRONICS

1. The information contained herein provides the essential elements required for both automatic and manual actions. Table 7-1 of MCO P11000.11A is a quick reference chart for fire protection systems for essential electronic systems.

2. The anticipated chronology of the action in an electronic equipment or record storage area constructed, protected, and operated as required herein is:

a. Detection of a fire situation by the early warning smoke detection system or the occupants.

b. Activation of the facility emergency plan for which portable extinguishing equipment is available for manual first aid response.

c. Optional automatic use of a gaseous agent to extinguish the fire.

d. Protection from disastrous loss through activation of the automatic sprinkler system in areas where there has been a high heat release.

3. Whenever a gaseous system is used, it shall be in addition to the requirements for automatic sprinklers, automatic smoke detection equipment, portable fire extinguishing equipment, and manual response. Exceptions would be when the system is used for the protection of trailers and totally unmanned and remote installations where there is no water supply to support the operation of an automatic sprinkler system. All installation of this nature shall have a 100 percent connected reserve supply of fire suppressing agent.

6003. FIRE HYDRANTS

1. All hydrants shall be visually inspected monthly by the Facilities Maintenance Branch and/or the FPB. Special attention shall be given to the physical condition, location, surface paint, lettering, access, obstructions, vegetation growth, new construction, etc.

a. Paint identification: Fire hydrants shall be painted in accordance with current Naval Facilities Engineering Command (NAVFAC) critique, which requires yellow barrels, yellow tops for potable water and yellow barrels with red tops for nonpotable water.

b. Each hydrant shall be numbered by the Facilities Maintenance Branch to correspond to the number on the Depot water distribution system map, with the number and feed main size stenciled directly on the hydrant barrel.

2. On a annual basis, all hydrants shall be tested, serviced, and flushed by the Facilities Maintenance Branch as follows:

a. Hydrants shall be inspected, threads of outlets and protector caps cleaned and oiled, and gaskets renewed, as required. Swivel chain protector caps must turn freely and all minor leaks shall be corrected when noted.

b. Operational tests shall be conducted to determine if the hydrant is functioning properly and the volume delivery capacity is as required. The opening and closing of the valve must be done slowly and limited to a minimum number of turns in order to prevent shattering the valve, causing damage to water mains, and/or damage to internal parts of the valve. No hydrant shall be fully opened or closed. Cut off street valve shall be exercised lightly.

c. Valve box cover shall be painted yellow to identify fire hydrant service.

d. Dead-end hydrants shall be flushed semiannually. The street sectional valve shall be closed and opened during this procedure.

3. On an annual basis, hydrant on circulating loop mains shall be flushed and the street sectional valve shall be closed and opened at this time.
4. Any major defect appearing on any hydrant shall be reported at once and corrected on a priority basis by authorized job order from the Depot Maintenance Branch. Minor maintenance shall be accomplished on a continuing basis.
5. Historical files should be maintained on the inspection and repair of each hydrant.

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

APPENDIX A

EXCERPTS FROM MCO P11000.11A, REAL PROPERTY FACILITIES MANUAL, CHAPTER 12: FIRE REPORTS AND INVESTIGATION PROCEDURES (MODIFIED FOR MCRD SAN DIEGO USE)

MESSAGE REPORTS

1. Marine Corps activity commanders will forward a special electrically transcribed "message report" (Report Symbol DN#11320-04), within 24 hours, for all fires meeting one or more of the following conditions:

- a. Death connected with a fire.
- b. Where arson/incendiarism is suspected due to unusual or suspicious circumstances surrounding the origin of a fire.
- c. When personal injuries sustained include third degree burns in excess of 25 percent of the victim's body.
- d. Preliminary estimate of property damage indicates final dollar loss figures will be in excess of \$50,000.

2. This report will also be submitted via electrical means during periods of "MINIMIZE." In addition to the message report, a Fire Report (OPNAV Form 11320/1) will be submitted (Report Symbol DN-11320-01).

3. Message reports will include, but will not necessarily be limited to, the following information:

- a. Designation of reporting activity (e.g., Marine Corps Air Station, El Toro; Marine Corps Development and Education Command, Quantico; Marine Corps Logistics Base, Barstow; etc.).

- b. Date and time of fire.

- c. Building number and occupancy. In case of range, forest, and brush-type fires, specific identification of areas; e.g., bivouac, firing, or troop training area.

- d. Estimate of damages:

- (1) Building.

- (2) Contents.

- (3) Other.

- e. Probable cause of fire if this information is available.

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

f. Emergency funding if conditions prevalent dictate the need therefor.

g. Request for special technical investigation services of the appropriate Navy fire officers.

4. Routing of message reports:

a. Action addressees:

(1) Commandant of the Marine Corps (Code LFF).

(2) Cognizant Emergency Fire Department (EFD) of the NAVFACENGCOM.
{For MCRD, EFD is Southwest Division, Naval Facilities Engineering Command (SOUTHWESTNAVFACENGCOM), San Diego, CA 92132}.

(3) CINCPACFLT Logistic Command, Pacific, Box 15, FPO San Francisco 96610.

b. Information addresses

(1) Chief of Naval Operations (OP 044).

(2) Naval Safety Center, Naval Air Station (NAS), Norfolk, Virginia 23511.

(3) Superiors in the chain of command (Commanding General, MCRD, San Diego).

(4) Chief of Naval Material (MAT-04F).

(5) Commander of the NAVFACENGCOM (Codes 04F and 10F).

(6) Cognizant Naval District Commandant (COMNAVBASE, San Diego, CA 92132).

5. Information copies of the follow-up OPNAV Form 11320/1 will also be furnished to all addressees of the message report.

TELEPHONE FIRE REPORTS. Responsible commanders shall utilize telephonic means for reporting fire accidents as a preliminary measure when a delay in submission of the reports prescribed in the preceding paragraphs can be anticipated for reasons beyond their control. Preliminary telephonic reports of fires will be made on the basis of available data following the procedures cited in Appendix J of MCO P11000.11A. Supplementary information will be forwarded as soon thereafter as practicable, in the manner prescribed for message reports, as applicable, for the specific case involved.

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

APPENDIX B

FIRE WARDEN PROGRAM

(This appendix is the complete orders to be used by each Fire Warden)

The Fire Warden Program has been established to assist command(s)/ activity(ies), and will provide a more adequate fire prevention/protection program for building(s) and area(s). The job of a Fire Warden is a very important one. The unit Fire Warden will assist the FPB (Bldg 5E, 524-5200) with fire hazard(s) and abatement, and fire equipment checks. The Fire Warden is the direct liaison between the Fire Department and the unit command. As a key person in fire prevention, the Fire Warden will conduct inspections and report all fire hazards. They will also contact the FPB for any proposed building modifications prior to job start-up. There is a fire inspector assigned to each area by COMNAVBASE, San Diego, and will be used by the Unit Fire Warden for any assistance dealing with fire prevention, to include annual training, fire drills, and any fire supplies needed.

1. INTRODUCTION. With the view that fire prevention is the responsibility of each individual, the Fire Warden Program was developed. The intent of the Fire Warden Program is to provide a more responsive approach towards a day-to-day fire safety program within each organization. In the development of this program, the goal is to establish fire safety awareness in all facilities, throughout the year. The optimistic view of the program is to have on-site personnel who are dedicated to keeping their facility fire safe. The designated Unit Fire Warden provides a cost effective benefit to the Command Fire Prevention Program; and improves the level of fire safety within his organization.

2. OBJECTIVES. The objective of this program are:

a. To provide education in the prevention of loss of life, fire exposure to facilities, hazards to life and property, and interruption of work/ production.

b. To establish better communication between the unit and the FPB.

c. To provide trained personnel within all organizations who will perform day-to-day fire safety observations and report all hazardous conditions to the FPB for correction.

3. RESPONSIBILITIES OF THE UNIT FIRE WARDEN

a. Fire Drills. It is the responsibility of the Unit Fire Warden to contact the Fire Inspector at 4-5200 for scheduling required fire evacuation drills (refer to Depot Order on Fire Drill frequency requirements). The Fire Inspector will conduct the fire evacuation drill and provide written evaluation of results.

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

b. Evacuation Diagrams. It is the responsibility of the Unit Fire Warden to ensure an evacuation diagram is drawn up for each of their buildings. The Unit Fire Warden will utilize the Building Fire Warden in accomplishing this task. The evacuation diagram shall include: you are here, primary exit route, secondary exit route, location of nearest fire alarm box, location of nearest fire extinguisher and telephone, type of fire extinguisher, location of muster area, legend of color code, directions, and fire emergency phone number. Post evacuation diagrams at strategic locations throughout the facility.

c. Fire Inspection Reports. All fire hazards should be reported to the Depot Fire Inspector at 4-5200. Before closing buildings for the evening, a daily inspection checklist will be filled out by the Fire Warden's representative. Particular attention shall be given to storerooms, warehouses, clubs, theaters, and recreation rooms. Prompt corrective action shall be taken to correct any fire hazards. The Federal Fire Department San Diego (FFDSD) 11320.76, contained in this appendix, shall be utilized. The individual conducting the inspection shall sign the check-off list and note all discrepancies, see page B-7.

d. Monthly Inspections. Monthly inspections will be conducted by the unit Fire Warden, noting hazardous conditions of buildings and brush/grass within your area that may cause loss of life and/or property. The Unit Fire Warden will be responsible for taking corrective actions or contacting the Depot FPB, building 5E or Facilities Maintenance Branch. He will also be responsible for monthly inspection on all portable fire equipment to insure easy accessibility, visibility, and operating condition. He will insure all fire extinguishers are charged properly, reporting all discrepancies and repairs needed; that all extinguishers are tagged properly and the tag initialed upon completion of the inspection; and that all personnel are trained in using portable fire fighting equipment. Listed below is exactly what will be inspected:

(1) Fire Extinguishers:

- (a) Proper pressure on gauge.
- (b) Seal not broken.
- (c) Hose and horn in good condition.
- (d) Within hydro date limits.
- (e) Nozzle clear.
- (f) Extinguishers in proper location.
- (g) Band tight.
- (h) No strings hanging from extinguishers.

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

(2) Exits:

- (a) exit lights working properly.
- (b) Passageway and doors not blocked.
- (c) No storage in stairs or hallways.
- (d) Doors not locked.

(3) Coffee Mess:

- (a) Permit required.
- (b) Not located in closets or storage rooms. (Not to be in out-of-sight places.)
- (c) Coffee maker to be Underwriters Laboratory approved.

(4) Trash and Waste: To be removed from the building at the end of each workday.

(5) 2-1/2 Gallon Pressurized Water Fire Extinguisher

- (a) Pressure gauge checked for proper pressure; indicator needle should be within area identified as charged.
- (b) Safety pin and seal are in place.
- (c) Condition of nozzle/hose, no breaks or cracking.
- (d) Condition of extinguisher body, no dents, rusting, etc. If inspection reveals no discrepancies, inspection tag should be signed and dated.
- (e) If any discrepancy is found with the extinguisher, call Fire Prevention at 4-5200.

NOTE: SPACES ON EXTINGUISHER TAG SHOULD BE FILLED IN.

(6) Extinguisher Tag

- (a) Type of extinguisher.
- (b) Building number.
- (c) Location of extinguisher.
- (d) Date: month and year.
- (e) Inspector: signed name and initials.

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

(7) 15 pound Carbon Dioxide (CO2) Fire Extinguisher

- (a) Safety pin and seal are in place.
- (b) Condition of hose, horn, and insulated handle; no breaks or cracking, and horn clear of foreign matter.
- (c) Condition of extinguisher body; no dents, rusting, etc.
- (d) Hydrostatic date stamped on cylinder; if over five years, extinguisher should be replaced with one from Fire Station.
- (e) Extinguisher should be weighed at least semiannually and when changing tag; empty and full weights are stamped on neck of cylinder; weight of extinguisher should be full weight plus or minus 5%.
- (f) If inspection reveals no discrepancy, inspection tag should be signed and dated.
- (g) If any discrepancy is found with the extinguisher, call Fire Prevention at 4-5200.

NOTE: SPACES ON EXTINGUISHER TAG SHOULD BE FILLED IN.

(8) Extinguisher Tag

- (a) Type of extinguisher
- (b) Building number.
- (c) Location of extinguisher.
- (d) Date: month and year.
- (e) Inspector: signed name or initials.
- (f) Weight: when weighing extinguisher.
- (g) Empty and full weights: stamped weight.

(9) Dry Chemical/Purple "K" Powder Fire Extinguisher

- (a) Stored pressure type; check pressure gauge for proper pressure; indicator needle should be within area identified as charged.
- (b) Nitrogen cylinder type; as applicable, safety pin/seal are in place. If seal is broken, cylinder should be removed and checked for puncture.
- (c) Condition of hose, no breaks or cracking.
- (d) Condition of extinguisher body, no dents, rusting, etc.

FIRE PROTECTION REGULATIONS AND INSTRUCTIONS

(e) If any discrepancy is found with the extinguisher, call Fire Prevention at 4-5200.

NOTE: SPACES ON EXTINGUISHER TAG SHOULD BE FILLED IN.

(10) Extinguisher Tag

(a) Type of extinguisher (Dry Chem or PKP).

(b) Building number.

(c) Location of extinguisher.

(d) Date: month and year.

(e) Inspector: signed name or initials.

e. Fire Bulletins. A Depot fire bill (NAVFAC 3-11320/9) will be posted on a central, official bulletin board. All supplemental fire regulations and/or instructions prepared for specific fire conditions, permanent or temporary, are submitted to the FPB prior to posting. Such supplemental fire regulations will be posted adjacent to copies of this appendix.

f. Contacting Fire Department. All fires, even if they have been put out, will be reported to the FPB, Building 5E, 524-5200. All emergencies will be phoned in at ext. 911. For any questions or when in doubt, the FPB should be notified.

g. Additional Information

1. When Fire extinguishers require repair/service, contact FPB at 4-5200. For problems with fire protection system(s), the 24-hour trouble number is 524-4385.

2. For fire hazard identification/abatement, the area Fire Inspector should be contacted at 524-5200 or a brief description of the hazard(s) should be submitted to Depot Fire Inspector's Office, building 614, utilizing the written format on page B-1 of this appendix. For any additional information or assistance, the FPB, building 5E, or telephone 524-5200, should be contacted.

3. If the unit Fire Warden relocates or leaves, the FPB should be contacted with the name of the relief. This appendix must be provided to the new Fire Warden.